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## CATTARAUGUS COUNTY CIVIL SERVICE

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303 Court Street \* Little Valley, NY 14755 \* (716) 938-2281 \* FAX (716)938-2759

Julie J. Carr, Personnel Officer

### ENGINEERING DRAFTER-#66758

**Filing Date:**

Applications received by mail must be postmarked no later than **10/25/2019**.

Applications submitted electronically must be completed no later than **10/25/2019 11:59 PM**

**Exam Date:**

Examinations will be held on **12/14/2019 08:30 AM**

**Salary:**

**\$20.50 - \$22.50 per hour**

**Vacancy:** Eligible List may be used to fill vacancies which may occur within the Cattaraugus County Department of Public Works, Little Valley, NY.

**Fee Required:** The State Civil Service Law requires our office to collect a processing fee from each applicant. The amount of the fee is **fifteen dollars (\$15)** per applicant for Each examination applied for, payable at the time of filing of the application form, by check (personal or certified) or money order, payable to the "Cattaraugus County Treasurer". **Cash Will Not Be Accepted.** Applicants whose personal checks are returned for insufficient funds will not be considered as candidates for this exam or subsequent exams until such time as restitution is made. Applicants must record the Examination Number(s) and Title(s) on their checks. Refunds of fees will not be issued to applicants who are disqualified for not meeting the minimum qualifications for admittance to the examination, who file their application after the final filing date or who do not appear for testing on the scheduled test date. Therefore, **Do Not Apply** for an examination if you are not sure that you meet the minimum qualifications. Application fees shall be waived for candidates that are unemployed and primarily responsible for the support of a household or are receiving public assistance. Please contact this office for an Application Fee Waiver Request and Certification Form, or download from our website at:

<https://www.cattco.org/sites/default/files/hr/Application-Fee-Waiver.pdf>.

**Residency:** Preference in appointment may be given to successful candidates who have been, at the time of examination and for at least one month prior thereto, a resident of the jurisdiction in which the vacancy exists.

**Duties:** The work involves skilled drafting of civil engineering plans from survey field notes and rough sketches. The incumbent will also maintain engineering office files of road and landfill alignments, profiles, and other records. Duties are performed under general supervision, following established practices and procedures, and requires a high degree of accuracy. An Engineering Drafter does related work as required.

**Minimum Qualifications:** Either:

A.) Graduation from a regionally accredited or New York State registered college or university with an Associates Degree in civil engineering technology, drafting or closely related field which must have included six (6) semester credit hours involving the use of a CAD system; OR

B.) Graduation from high school or possession of a high school equivalency diploma and two years' experience in mechanical or engineering drafting which must have included use of a CAD system; OR

C.) An equivalent combination of training and experience as defined in the limits of (A) and (B) above.

*SPECIAL REQUIREMENT:* Must possess and maintain a New York State Driver's License.

**Subject of Examination:** A test designed to evaluate knowledge, skills and /or abilities in the following areas:

1. **Understanding and interpreting written material** - These questions test for the ability to understand and interpret written material. You will be presented with brief reading passages and will be asked questions about the passages. You should base your answers to the questions only on what is presented in the passages and not on what you may happen to know about the topic.
2. **Mathematics, including algebra, geometry, and trigonometry** - These questions test for the ability to read, analyze, and solve technician-level written problems involving addition, subtraction, multiplication, division, algebraic equations, geometric concepts and figures, and basic trigonometric functions.
3. **Computer-assisted drafting (CAD) technology** - These questions test for knowledge of the basic concepts, terminology, and proper procedures to use when creating technical drawings utilizing computerized drafting software.
4. **Understanding and interpreting charts, graphs, maps and tabular material** - These questions test for the ability to read and analyze visual and numerical information presented in maps, plans, and various types of graphic and tabular material, and to perform related basic computations. All the information needed to answer the questions will be provided in the maps, plans, charts, graphs, tables, or related written material.

**Test guide:** - The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication 'General Guide to Written Tests' helpful in preparing for this test. This publication is available on line at:

<https://www.cs.ny.gov/testing/testguides.cfm>.

Candidates are **recommended** to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, spell checkers, personal digital assistants, address books, language translators, dictionaries or any similar devices are prohibited.

This examination is being prepared and rated by the New York State Civil Service Department in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations dealing with the rating of examinations will apply to this examination.

Applications will be accepted up to **October 25, 2019**, and may be obtained from the Civil Service Commission website at: <https://www.cattco.org/human-resources/exam-info#application>.

## Cattaraugus County—An Equal Opportunity Employer

Issued: September 25, 2019

**PARTICIPATION IN MULTIPLE EXAMINATIONS:** If you have applied for both State and Local government examinations, you must take all your examinations at the State examination center. You will be advised by letter when and where to report for your examinations.

If you have applied for another local government examination with **another local civil service agency**, call or write each civil service agency to make arrangements. You must notify all government civil service agencies with whom you have filed an application of the test site at which you wish to take your examination.

**SATURDAY SABBATH OBSERVERS - HANDICAPPED PERSONS:** If special arrangements for testing are required, please indicate this on your application(s).

**CANDIDATES PLEASE NOTE:** Your application for this test is part of the examination process. Applications must be completely filled out with all pertinent information stated. The Commission does not refer to other applications on file for additional information. Applications which do not show training and/or experience to meet the minimum qualifications will be disapproved. Vagueness and ambiguity will not be resolved in your favor.

**VETERANS:** Disabled and non-disabled war veterans who are eligible for additional credits must submit an application for veterans' credits. Candidates who wish to claim veterans' credits on an examination should request an application and information sheet from the Cattaraugus County Civil Service Commission. Veterans' application forms will also be available upon request at the examination center. The completed forms must be received before the eligible list for the examination is established in order to utilize additional credits.

Effective January 1, 2014, War-time Veterans who previously used non-disabled veterans credits for appointment or promotion and are subsequently certified by the Veteran's Administration as a disabled veteran may again be eligible for additional exam credits. To apply for subsequent disabled veteran credits, complete the Veteran Credit application and check the applicable box, additionally you are required to follow the directions below regarding Disabled Veterans credits.

Effective January 1, 1998, the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. *No credit may be granted after the establishment of the list* . It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credits.

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the

eligible list has been established.